

**DEPARTMENT OF HUMAN AND LEISURE SERVICES
SUMMER STAFF POSITIONS
2014**

1. **Pool Cashier** - Apply at Leisure Services office, West Hartford Town Hall.
 - Positions available at Beachland, Kennedy, Fernridge and Eisenhower Pools.
 - Work as cashier selling daily admission tickets, season passes, registering for swim lessons, etc.
 - Responsible for collecting revenue and preparing revenue deposit forms.
 - Positions up to 40 hours per week beginning late June through August. Must be available for evening and weekend hours.
 - Pay rates start at minimum wage.

2. **Pool Lifeguards/Instructors** - Apply at Leisure Services office, West Hartford Town Hall.
 - Positions available at Beachland, Kennedy, Fernridge and Eisenhower Pools.
 - Must be 16 years old, must have Red Cross Lifeguard Certificate.
 - Swim Lesson Instructors must also have Red Cross Water Safety Instructor Certificate.
 - Positions up to 40 hours per week, must be available late June to late August, must be available evenings and weekends.
 - Training starts in May on some evenings and weekends.
 - Pay rates start at minimum wage - \$13.25 depending on experience.

3. **Camp Counselors - Camp Funtastic & Camp Hillcrest** - Apply at Leisure Services office, West Hartford Town Hall.
 - Conduct activities for and supervise children enrolled in summer camp programs based at the town parks.
 - Graduating high school senior, college student or older preferred.
 - 8 week program from June 23 through August 15 - must be available for training session in June.
 - Positions up to 40 hours per week. Must be available for some evening and weekend hours.
 - Pay rates start at minimum wage.

4. **Camp Counselors - Buena Vista Camp** - Apply at Veterans Memorial Skating Rink.
 - Conduct activities for and supervise children enrolled in summer camp programs based at the rink.
 - Graduating high school senior, college student or older preferred.
 - 8 week program from June 23 through August 15 - must be available for training session in June.
 - Positions up to 40 hours per week. Must be available for some evening and weekend hours.
 - Pay rates start at minimum wage.

5. **Camp Counselors - E.T.C - ECC Theater Camp** - Apply at Elmwood Community Center.
 - Supervise and conduct activities for elementary age children enrolled in camp program emphasizing the visual and performing arts.
 - Visual arts background preferred as well as former experience with school aged children, but not necessary. Candidates should also be enthusiastic, and eager to work with children!
 - Must be graduating high school senior, college student, or older.
 - Position hours vary – can be up to 40 hours per week. 8 week program from June 23 through August 15.
 - Pay rates start at minimum wage.

Special Needs Program - Camp Director, 1:1 Aides and Camper Assistants

CAMP DIRECTOR for Escapades at Elmwood (1/2 day program for children with special needs at Elmwood Community Center.

Experience with a variety of children with special needs aged 7-10 is required and previous leadership experience in a school or camp setting is preferred. Successful candidate must manage all aspects of camp planning including designing themes, organizing activities by week, working within a set budget, supervising staff and communicating with parent(s).

1:1 AIDES at Beachland Adventures (1/2 day program for children with special needs at Beachland Park (rain location Elmwood Community Center) and **CAMPER ASSISTANTS** to aid children with special needs registered in mainstream camps (full and half day programs) and Escapades at Elmwood.

- MUST have employment, academic, or volunteer experience with individuals with physical, health, and/or cognitive limitations; must be able to PROVIDE REFERENCES to address preparedness to work with children (ages 6 - 21) with special needs.
- Must be energetic, enthusiastic, and eager to make a difference! Creativity a plus!
- Camper assistant positions at various Town facilities to work with children with special needs whose families have chosen mainstream camp programs and an integrated setting; full and half day options; skating skills necessary to work at Buena Vista.
- Must know how to swim: REQUIRED TO BE IN THE POOL DAILY with assigned camper.
- Must commit to 8-wk, M-F employment at Beachland Adventures, June 23rd through August 15th (no work July 4th); 12:30-4pm. Camper Assistants in mainstream programs must commit to 7 or 8 weeks employment, M-F, hours vary based on full or half day registration.
- Must be available for training in June.
- Part-time positions, no benefits, up to 40 hours/wk.
- Variable pay rates depending on experience and training; starting at minimum wage.

Special Needs Program Employment Applications are available online at the Town of West Hartford Leisure Services website, at the Leisure Services office in Town Hall (50 South Main Street) or in the main office on the 1st floor of the Elmwood Community Center (1106 New Britain Avenue, West Hartford, CT 06110). Please send completed applications back to ECC in care of Special Needs Coordinator. Please attach a resume and any supporting documents requested.

7. Camp Counselors & Instructors - Westmoor Park Summer Nature Day Camp - Apply at Westmoor Park.

- Plan and lead "hands on" educational programming.
- Must have background and knowledge in natural sciences, horticulture, agriculture or large and small animal care. Conduct activities for and supervise children enrolled in summer camp programs. Preference is given to graduating high school senior, college student, or older.
- Positions up to 40 hours per week. Camp runs from June 23 through August 15.
- Must be available for all 8 weeks of camp.
- Must be available for training in June.
- Pay rates start at minimum wage.

8. Golf Course Starters & Rangers - Apply at the Rockledge Golf Course.

- Positions available at Rockledge Golf Course. Assist golfers using Rockledge.
- Positions up to 40 hours per week. Must be available for early morning, evening and weekend hours.
- Pay rates start at minimum wage.

9. Golf Course Laborer - Apply at Leisure Services office, West Hartford Town Hall.

- Positions available doing maintenance work at the town's golf courses.
- Must be 18 years old to operate equipment.
- Positions up to 40 hours per week, positions available beginning early spring. Available for early mornings as well as a few weekend hours.
- Pay rates start at minimum wage and up to \$13.25, depending on experience.

10. Park & Pool Maintenance - Apply at Leisure Services office, West Hartford Town Hall.

- Positions available doing maintenance work at the town's parks and outdoor pools.
- Must be 18 years old to operate equipment.
- Positions up to 40 hours per week, positions available beginning late April or early May. Must be available for early morning as well as a few weekend hours.
- Pay rates start at minimum wage and up to \$13.25, depending on experience.